 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment Risk Management Committee Policy		
Rick Management Committee Procedures	Effective date	Revised
Number: 3.10-01	March 17, 2003	September 11, 2008

The following procedures will assist the department and the Risk Management Committee (RMC) members with their establish objectives which is to review health and safety concerns affecting department staff and our guests, make recommendations and advise management on safety and health risk issues that affect employees, guests and department operations.

REFERENCES

Missouri Sunshine Law, section 610.021, paragraphs 1 and 3.

DEFINITIONS

Accident: An unexpected or unintentional event (regardless of location) in which equipment or property is damaged or injuries or fatalities result.

Deputy director: The department's deputy director for operations

Division: One of the functioning agencies within the department, including:

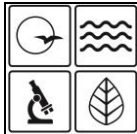
- Office of the Director (including the Division of Administrative Support, Soil and Water Conservation Program, Water Resources Center and Energy Center)
- Division of Environmental Quality
- Division of Geology and Land Survey
- Division of State Parks
- Field Services Division

Risk management: The process of identifying and evaluating situations, conditions, processes or equipment that have some probability of resulting in an accident, then implementing appropriate preventive or corrective actions so as to reduce or eliminate the probability that an accident will occur.

GENERAL PROVISIONS

Committee processes

The director for each Division and the Deputy Director of Operations for the office of the director shall appoint a member to the committee and an alternate. There is no set term limit to membership. Division directors are encouraged to rotate the representative(s). No employee may represent more than one division. The following staff are considered permanent standing members of the committee in addition to division representation: The DEQ/FSD Health and Safety Officer, DSP Risk Manager, and the Office of Administration risk management division representative as a technical advisor. If the department's representative to the State Safety Steering Committee is other than the individuals listed above that person will also be a standing member.



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The committee may require the temporary participation of additional department staff based on the need for expertise. (e.g., Department/Division legal council; policy coordinator; human resources)

The Risk Management Committee meets at least quarterly. The committee chair, a committee member or the deputy director may call for additional meetings as needed. The meeting dates are preset and determined by consensus of the members.

The chair of the committee is elected on an annual basis by the committee membership during the last quarter of the fiscal year. Their term begins July 1. No committee member shall hold the position of chair more than once in a five year time frame. The chair shall be responsible for organizing the meeting agenda, sending out notifications, and publishing the minutes of the meeting. Committee members will rotate hosting the meetings. The host will be responsible for securing a meeting room and taking minutes. A simple majority of the RMC constitutes a quorum. A quorum is required for any action to be voted upon.

Minutes of each meeting will be distributed to committee members for review. Corrections may be submitted and incorporated before posting. The minutes will include any discussion of concerns submitted by staff. The deputy director shall approve the minutes before they are posted.

All meetings of the committee shall be conducted in accordance with the Missouri Sunshine Law, 610.021 (1) and (3).

Consideration of issues or concerns

Staff may raise concerns or issues to the committee by written memo, note or an email. The supervisory chain of command should be kept apprised of concerns or issues raised.

Staff may submit a concern or issue anonymously directly to the committee. However, the issue may not be given as much credence as an issue brought to the committee by an identified source, due to the inability of the committee to verify information or ask questions of the person making the concern known.

Submitted concerns will be reviewed by a quorum of the committee. The committee will review concerns and assess the seriousness and effect on the department. For those concerns thought to have potential department wide impact, the committee will conduct research and submit recommendations to the deputy director for consideration and approval. For concerns considered of limited scope, function specific, or single occurrence, the committee will forward the concern, along with any recommendations, to the appropriate division director for action.